

August 2004

CDA ASSESSMENT SCHOLARSHIP PROGRAM

The Division of Child Care and Early Childhood Education offers a Child Development Associate (CDA) Scholarship that is available to all licensed and registered child care providers. This scholarship program is made possible through the Federal Child Care Development Fund.

The purpose of the scholarship program is to improve the quality of early childhood programs in the state of Arkansas by assisting staff in achieving the Child Development Associate Credential. Scholarships are available to both profit and nonprofit childcare centers and family child care homes.

CDA ASSESSMENT SCHOLARSHIP ASSISTANCE IS AVAILABLE AS FOLLOWS:

Assessment and Renewal Fee

1. CDA Assessment Fee (available one time and only upon successful completion of CDA course work)
\$325 Assessment Fee
2. CDA Renewal Fee to renew a CDA Credential
\$50 Renewal Fee

Head Start programs are eligible for the CDA renewal fee.

ELIGIBILITY REQUIREMENTS for each type of scholarship is outlined in Attachment A. The same information is also included in the Scholarship applications.

FUNDS WILL BE RELEASED IN THE FOLLOWING MANNER:

Funds for Assessment and Renewal Fee

- Funds for Assessment will be approved upon application and verification that the candidate has successfully completed all required CDA classes and is applying for CDA direct assessment.
- Funds for Renewal will be approved upon application and verification that all requirements for CDA Renewal have been completed.
- Fees are paid directly to the Council for Professional Recognition.

Scholarships for CDA Assessment and CDA Renewal Fee**CDA Assessment Fee:**

1. Applicant **must** be currently employed in a licensed or registered child care program and be recommended by the Director/Owner.
2. Applicant **must** have completed the required CDA course work within the last 120 days.
3. Applicant **must** include Professional Development Registry verification.

CDA Renewal Fee:

1. Applicant **must** have a current CDA Credential (You must attach a copy of your CDA Credential to your application.)
2. Applicant **must** be currently employed in a licensed or registered child care program and be recommended by the Director/Owner.
3. Applicant **must** include verification of training hours.

FAXED APPLICATIONS WILL NOT BE ACCEPTED.**ALL APPLICATIONS MUST BE COMPLETE. DO NOT LEAVE ANY BLANKS.
INCOMPLETE APPLICATIONS WILL BE DELAYED UNTIL ALL INFORMATION IS
PROVIDED.**

**IF YOU NEED ASSISTANCE COMPLETING THIS APPLICATION, PLEASE CONTACT
NANCY PEARLSTEIN AT (501) 682-9699.**

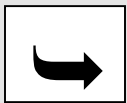
PLEASE RETURN ALL APPLICATIONS TO:

Division of Child Care and Early Childhood Education

ATTN: CDA Scholarship

P.O. Box 1437, Slot S-160

Little Rock, AR 72203



Attachments: CDA Assessment Application
CDA Student Evaluation Form

**DIVISION OF CHILD CARE AND EARLY CHILDHOOD EDUCATION
CDA COUNCIL ASSESSMENT APPLICATION**

PLEASE PRINT OR TYPE ALL INFORMATION

I. APPLICANT INFORMATION

NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE __ (____) _____ SOCIAL SECURITY # _____

CURRENT CDA CREDENTIAL EXPIRATION DATE (If renewal) _____

II. CURRENT EMPLOYMENT You **MUST** be currently employed in a licensed or registered Child Care program and be recommended by the Director/Owner. You must also have completed the required CDA coursework within the last 120 days.

NAME OF FACILITY _____ LICENSE # _____

DIRECTOR _____ LICENSED CAPACITY _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE __ (____) _____ BEGINNING DATE OF EMPLOYMENT _____

III. AMOUNT OF FUNDS REQUESTED (CHECK ONE)

INITIAL ASSESSMENT _____ \$325.00

RENEWAL ASSESSMENT _____ \$ 50.00

IV. INSTRUCTOR/EMPLOYER CERTIFICATION (To be signed and dated by the CDA instructor or your employer.)

I hereby certify that the applicant for CDA assessment funds has successfully completed the CDA training course and is eligible to apply for assessment from the Council for Early Childhood Professional Recognition.

CDA Instructor or Employer Signature

Date

ASSESSMENT APPLICATION

- V. **DOCUMENTATION** (One of the two following **must** be attached to process the application. Check the appropriate documentation that applies.)

- ☐ **Copy of transcript from college/institute**
(If applying for initial assessment)
- ☐ **Copy of current CDA Credential & Training Hours**
(If applying for renewal)

The following documentation **must** be attached also:

- ☐ **CDA Student Survey**
- ☐ **Professional Development Registry Verification**

WITHOUT DOCUMENTATION, YOUR APPLICATION WILL BE DELAYED UNTIL ALL INFORMATION IS PROVIDED.

VI. **ASSURANCES BY APPLICANT**

I do hereby state and affirm that the application submitted is a true and accurate request and that if awarded the CDA Initial Assessment or CDA Renewal Scholarship, I will utilize it for the sole purpose of participating in the assessment process.

I further state and affirm that I will fulfill the following CDA requirement:

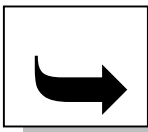
I will complete the CDA Assessment process or the CDA Renewal process.

I further state and affirm that I understand I may be required to repay part or the entire CDA Scholarship amount if I do not fulfill these requirements.

Applicant Signature

Date

NOTE: As part of the course work, your CDA Instructor will explain to you information about the CDA Assessment process.



Return this application and a COPY OF YOUR TRANSCRIPT OR YOUR CURRENT CDA CERTIFICATE , STUDENT EVALUATION AND REGISTRY VERIFICATION to:

Division of Child Care and Early Childhood Education

ATTN: CDA Scholarship

P.O. Box 1437, Slot S-160

Little Rock, AR 72203

Upon approval of this assessment scholarship, you will receive an approval letter. This approval letter **must** be submitted with your completed CDA Direct Assessment application to the Council for Early Childhood Professional Recognition. Faxed applications will not be accepted. **We recommend that you keep a copy of this application and all attachments for your files.**

ALL APPLICATIONS MUST BE COMPLETE. DO NOT LEAVE ANY BLANKS. INCOMPLETE APPLICATIONS WILL BE DELAYED UNTIL ALL INFORMATION IS PROVIDED.